



THE SERVICE
COMPANIES

in partnership with

CIRQUE DU SOLEIL
ECHO™

Welcome to the circus! Please read thoroughly and ensure submission of availability.

Customer Service Positions Expectations

As you all know these are all customer service positions, and our interactions with customers make a lasting impact. Please remember to always be communicative, professional, and approachable in all guest interactions. A warm smile, and excellent customer service skills go a long way in ensuring positive experience for everyone.

Company Overview

TSC is a third-party company that provides staff for our client at this location. We do not manage the site. All payroll, attendance, and schedule details will be handled by the TSC team listed below. Please only direct questions about job duties and expectations to your Cirque training supervisor as they do not handle payroll, attendance, or scheduling.

Communication:

For any questions other than job duties, you can reach out to us as a group using email hsecho@theservicecompanies.com, or shared text number 833.327.4896

Joshua Slaton

Onsite Supervisor

joshua.slaton@theservicecompanies.com

415-802-2543 (not textable)

Justin Rozzi

Remote Support

justin.rozzi@theservicecompanies.com

415-550-2777

Adam Guerra

Remote Support

adam.guerra@theservicecompanies.com

562-774-8974

Location: Oracle Park Lot A, 74 Mission Rock Street, San Francisco, CA 94158

Employee entrance and exit: Gate 1 (Mission Rock St/Terry A. Francis Blvd)

Note: There is no employee parking available. You will need to arrange your own transportation. Public transportation is the best option. If you choose to park in surrounding area, please read any signage to ensure not parking in unauthorized locations.

Training:

On your training day, focus your questions on job details, expectations, and duties with the training supervisor. If you do not arrive to training day, you will be unable to be scheduled until training. Additional training days are never guaranteed

Uniforms:

Wearing a uniform unites us as a team and makes it easier for a guest to find us for help.
Wear it with pride.

How you present yourself to your colleagues and guests: your personality, attitude, physical appearance, and general hygiene, is critically important to providing an exemplary guest experience. In this, you are expected to arrive for your shift ready to work and in full uniform, without exception. If you are not wearing the correct uniform, you may be sent home, and your future shifts may be canceled.

• **Box Office, Concierge, F&B, Merchandise, Usher:**

Black t-shirt/dressshirt, black pants, black shoes

• **VIP:**

Black button-down shirt with collar(client gives you a red bowtie), black pants, black shoes;
ladies can wear collarless blouse and client will give you satin red scarf
VIP standards for elevated guest experience; no faded uniforms, no stains, look polished!

Shorts are not permitted unless the temperature is excessively hot. On colder days or evenings, you are permitted to wear a black thermal or long-sleeved top underneath your uniform t-shirt. You may also wish to purchase an approved-for-uniform Cirque du Soleil sweater from the Merchandise team at a 40% discount.

If you are uncertain if your personal items fit within the uniform guidelines, your supervisor or the on-site manager will be happy to provide clarification.

Shoes

A sneaker-style is recommended as you will be
on your feet for a long period of time

All black shoes – black logos only

No contrasting colours with logos

Sturdy, low-heeled, closed-toe shoes – no
slippers, ballet flats, sandals, high-heeled
shoes, or shoes with an open back



**Box Office, Concierge, F&B,
Merchandise, Usher:**

Black polo shirt or black button up dress shirt, or plain black t-shirt; no logos.

VIP: black, button-down shirt with collar, client will issue red bowtie. This shirt is not provided – you must wear your own.□
Ladies may also wear a collarless blouse and client will issue satin red scarf. No stains, no faded black, no logos, no holes etc. must look polished for VIP!

No personal hats or caps

Tops



NO TANK TOPS



NO CROP TOPS



NO T-SHIRTS

Bottoms

Full-length, tailored, chino-style or straight pant, black in colour (only)

Shorts, in hotter weather, where the length ends a maximum of a few inches above the knee

No yoga pants, baggy pants sweatpants, tights, bike shorts, mini skirts

No track pants, jeans/denim, cargo pants/shorts



NO BAGGY PANTS



NO SWEATPANTS / JOGGING PANTS



NO YOGA PANTS OR TIGHTS

Grooming and Presentation □ Requirements

You must ensure that your uniform is cleaned before every shift, without creases or wrinkles.
Exceptional personal hygiene is a requirement of the job, including:

Hair - clean, well-groomed, and tidy; tied back when your role requires manual labour or the service of food and drink.

Fingernails - clean and neat (no dirt); coloured polish permitted except in F&B (no polish).

Jewelry – minimal; one set of small earrings or rings; necklaces tucked into your shirt; facial piercings are permitted but should be subtle and not create a safety risk.

Tattoos – permitted if they are not offensive; otherwise, they must be covered with clothing.

Facial Hair – permitted but to be neatly trimmed or clean-shaven.

Smoking Policy:

Smoking is only permitted in the designated smoking area. This information will be provided while on-site during training, any questions please ask Jay.

Attendance:

Allow yourself some time before training or your shifts to ensure you can arrive on time. Any tardiness, call-offs, will be logged and no-call-no-shows are grounds for immediate termination. Any shift cancellations once schedule is sent out will be considered a call off. Please call the 24-hour call-off line at 916.634.0383 for any callout or tardy.

Availability:

Please provide your availability immediately for more accurate scheduling. The link is below if you have not provided this information yet. Any changes on your availability after it has been submitted will need to be informed to the email hsluzia@theservicecompanies.com, or text to 855.258.5953.

Availability link:

All must complete link in order to be scheduled after training day.

[ECHO SF Staff Availability Form - Fill out form](#)

Lockers:

We provide small lockers, but you must bring your own lock. You must take your items and locks at the end of your shift to ensure there is enough locks for all employees scheduled the following day.

Lunch:

A refrigerator is available for your lunch. Please provide your own lunch in a tightly sealed Tupperware container, as there are no nearby restaurants or stores available. Also ensure to return to your work area promptly after break and lunch.

Performance and Scheduling:

Performance and attendance are crucial and considered for scheduling purposes. Please keep in mind that we schedule by client needs.

Clock in and Clock Out:

Jay will clock you in and out for your scheduled time in the TSC Cirquador office, If the onsite is gone there will be a time clock for you to clock out. After clocking in for your shift remain in the trailer and be prepared to head to your department as soon as your supervisor calls for you.

Direct Deposit:

Direct deposit should be set up through the Dayforce app. Alternatively, inform us if you would prefer to be set up with a Comdata card for direct deposit, to avoid waiting for a check that will be mailed with regular USPS delivery to your address on file after payday.

Pay Cycle:

The pay cycle runs Sunday to Saturday with payments the following Friday. For example, hours worked Sunday November 2nd thru Saturday November 8th will be paid Friday November 14th

Some Onsite Rules:

Badges:

Bring your badge daily for access through the main employee gate, and premises. If you haven't sent your photo for the badge, please do so immediately by using the photo submission link below

[Box Office Badge Photo Submission Link](#)

- Please store your phone and earbuds in your locker, as they are not permitted during your shift and may only be used during your break time or when off the clock.
- Bags are not allowed in the concession area or any other location than locker room area.
- We provide lockers but we don't provide locks for lockers; you must bring your own.
- Bag checks will be conducted randomly throughout the event or when entering or exiting the main gate.

Personal Hygiene:

- Maintaining good personal hygiene for all departments required.
- Maintaining good hygiene is not only about personal health but also about showing respect for your colleagues. By practicing proper hygiene, you contribute to a professional and considerate workplace culture.

Please use link below for preview of training information

[Box Office Welcome Link](#)

[Box Office Training Prep Link](#)

We look forward to having you on our team!



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